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X-File  
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Chief, Logistics Services Division

2 August 1963

CIA Records Administration Staff

Agency Surplus Shelf Files

1. In accordance with my conversation today with Mr.  is requested that the surplus shelving in  which is for storage of records, be utilized generally for records storage.
2. Therefore, as we have immediate need for this type of shelving in DD/P-FI Staff  it is requested that the present hold on over 200 units of Diebold Modular type document shelves be released.
3. Since 1 January 1963, thru the cooperative efforts of Supply Division, and Records Management Staff, considerable monetary savings have been realized through the use of surplus shelf filing equipment for record storage. When requests for shelving can be supplied from Agency surplus, additional savings in money and time result from the fact, that the costly processing of purchase orders is omitted.
4. Your approval of this request will be very much appreciated.



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*[Handwritten signature]*